

**DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS AND HEADQUARTERS SUPPORT COMPANY
250TH MILITARY INTELLIGENCE BATTALION (TE)
153 MADISON AVENUE
SAN RAFAEL, CALIFORNIA 94903-4105**

MITEB-HHSC-CDR

20 April 2002

MEMORANDUM FOR Headquarters and Headquarters Service Company

SUBJECT: Preventative Maintenance Checks and Services & Maintenance Policy

1. Purpose: To define my Company RT/SUTA Policy.
2. Scope: This policy, applies to all personnel assigned or attached to Headquarters and Headquarters Service Company, 250th Military Intelligence Battalion (Tactical Exploitation).
3. Policy: Our soldiers are our most priceless resource, and their well-being is one of my chief concerns; this includes morale. The ability to miss a drill assembly and make up the time is a privilege. This privilege is an important part of my efforts to constantly enhance unit morale. However, all privileges carry with them certain responsibilities, and those responsibilities fall upon the requesting soldier to make up or reschedule a drill.
4. Any RTA/SUTA shall be requested at least 30 days in advance of the requested drill through the soldier's Section Leader using a RTA/SUTA request form available from the First Sergeant. Approval of the soldier's chain of command is required.
5. Every soldier requesting to RTA/SUTA must attach a work plan to the RTA/SUTA request form. The proposed work plan must be beneficial to the soldier's Section, and the Company, Such items as preparation for inspections or field training exercises are acceptable. Recruiting duties are an excellent way to make up time, and are therefore, encouraged.
6. I am the only parson authorized to approve a RTA/SUTA. The requesting soldier's section leader will forward the request to the First Sergeant, who will then inform me of the request and make a recommendation. The First Sergeant's recommendation will significantly influence my decision.
7. The requesting soldier is responsible for coordinating with the recruiter, or other full-time staff in order to fulfill the requirements of the RTA/SUTA before the drill assembly to be missed. Failure to perform an approved RT/SUTA will necessitate a loss of future privileges, and I may need to take appropriate disciplinary actions. Do not abuse this privilege.
8. Mission First, Soldiers Always!

DAVID A. CARRICO, JR.
CPT, MI, CAARNG
Commanding